

December 11, 2002

Maurice B. Goldstein, Contract Administrator
State of California Department of Rehabilitation
464 W. 4th St., Ste 152
San Bernardino, CA 92401

**SUBJECT: REQUEST FOR AMENDMENT # 3 TO STATE AGREEMENT No. 23169,
COUNTY AGREEMENT No. 01-960**

Dear Mr. Goldstein:

Please find enclosed the DR 801A, & Service Budget Narrative to be amended for the Fiscal Year (FY) 2002-2003 contract for San Bernardino County Department of Behavioral Health. These changes are requested to be effective December 1, 2002.

The requested amendment reflect the changing needs of the program throughout the FY. Due to unfilled positions during the first half of the FY, the remaining balance would be best utilized through the added line items (19-27) in the OPERATING COST category of the DR801A & Service Budget Narrative. Additionally, a change was made in the PERSONNEL category & Service Narrative to reflect the following: One FTE Certified Occupational Therapy Assistant (COTA) position was changed to one FTE Employment Services Specialist (ESS) position due to County Human Resources not allowing the previous position change from an ESS position to a COTA position.

These line items are required to ensure adequate and timely service delivery to the clients, as follows:

SERVICE BUDGET NARRATIVE

Line Item #19: EQUIPMENT DEPRECIATION

This line item in the original contract included computers and printers purchased over the last two fiscal years. Currently, the program is in need of a TV, VCR and Camcorder to use for training purposes with the consumers in the pre-employment groups. The Service Budget Narrative has been amended to include those items.

Line Item #20: MOTORPOOL

This line item in the original contract was for \$12,335. However, this does not cover actual expenses occurred.

Line Item # 21: OFFICE SUPPLIES

This line item was not included in the original contract. However, we have been incurring these expenses for supplies necessary for the functioning of this program.

Line Item #22: RENTS/LEASES-STRUCTURES

This line item was not included in the original contract. However, we have been incurring these expenses for the office space used to conduct business.

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SERVICE BUDGET NARRATIVE (CON'T)

Line Item #23: MEMBERSHIP FEES

This line item was not included in the original contract. However, we have been incurring these expenses for professional memberships and memberships in a local Chamber of Commerce necessary for networking with community employers.

Line Item #24: TRAINING

This line item was not included in the original contract. However, we have been incurring these expenses for necessary training for program staff to enhance the delivery of services.

Line Item # 25: MILEAGE

This line item was not included in the original contract. However, we have been incurring these expenses for traveling to various sites throughout the county to meet with clients.

Line Item #26: SUBSCRIPTIONS

This line item was not included in the original contract. However, we have been incurring these expenses for various newspaper subscriptions to enhance the job developers' abilities to find job openings for the clients.

Line Item #27: COMMUNICATIONS

This line item was not included in the original contract. However, we have been incurring these expenses for telephone costs associated with conducting business.

Please contact the following staff for questions and/or processing paperwork concerning this amendment request. For questions about the requested budget changes, contact our Employment Services Coordinator Christine O'Hagan at 909.873.4438. For processing the paperwork related to this request, contact our Staff Analyst I Johnetta Gibson at 909.387.7747.

Sincerely,

Claudia Jeanne Rozzi, Deputy Director of Administrative Services
DR Contract Administrator

CJR/pf cjr: E:\FY2023\State\Rehab\A-3\A-3 Amendment Request Ltr Dec12-2002.doc

Attachments

cc: Contract File
Christine O'Hagan